

DPD-0951-59  
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9 February 1959

Dear [REDACTED]

I have recently been given the responsibility of coordinating the administrative details connected with the contractual arrangement Dick B. has with you.

Our Comptroller has just informed me that we have not received a claim for any service performed by you during the first part of FY 59 (1 July - 31 December). If this reflects the fact that you were not called upon for service during this period, I shall appreciate your letting me know.

If you did serve during this period, will you please complete one copy of the form enclosed giving the dates involved. I believe you will find this form a convenient way to submit your claims. Whenever you are asked to serve in the future, we would appreciate your submitting a claim at the end of the month the service was performed. This will permit our accounting to be kept on a current basis.

As you know, reimbursement for your services is in the amount of \$50.00 per day for any part of a day for which work is performed. No taxes will be withheld from payments made to you, but a W-2 form showing the gross earnings from this activity will be provided in January of the following year.

I am also submitting a revised form to use in submitting your account of travel and other expenses you may be directed or authorized to make. We believe this new form will better serve the purpose.

When you correspond with us on any of these matters, please address us as follows:

I shall appreciate your letting me know the status of your service during the July through December period. If any questions come up, please give me an opportunity to be of assistance.

Very truly yours,

**SIGNED**

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